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Report for Week Ending 15 February 1956
from
RECORDS DISPOSITION BRANCH

Project 5-70 - Office of Training [REDACTED]

25X1A9a

The preliminary records control schedule for OTR is now being coordinated throughout the Office. Approval with minor changes has been received for the records of the Registrar, the Personnel, Processing and Supply and Services Sections of the Administration Branch. Project is continuing and is 85% complete.

25X1A9a

Project 5-77 Office of Current Intelligence [REDACTED]

The Records Control Schedule and Survey Report were approved and forwarded to OCI for application. The request for legal authority from National Archives and the Congress is pending. Project is 99% complete.

Project 6-11 - Office of Personnel [REDACTED]

25X1A9a

As a result of the preliminary schedule for the Position Evaluation Division, three file series are to be discontinued and reference copies of T/O Change Authorizations will be destroyed upon receipt of revised T/O's. Reference copies of the T/O Change Authorizations date back to 1950 and consist of approximately 4.4 cubic feet.

25X1A9a A preliminary schedule for the Contract Personnel Division will be submitted to Mr. [REDACTED] tomorrow for coordination. Project is 39% complete.

Project 6-15 - DD/I [REDACTED]

25X1A9a

The Records Control Schedule was approved and forwarded to the ARO in the office of the DD/I. Legal authority has been requested for certain items from National Archives and the Congress. Project is 99% complete.

25X1A7a

Project 6-23 - [REDACTED]

25X1A9a

The survey is suspended until the office has moved to its new location. Project is 35% complete.

General Information

A meeting was held with members of the Medical Staff relative to the retirement of Xray files. Upon receipt of the proper type of container. These files will be packaged for retirement to the Center.

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